# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: HEAD GOLF PROFESSIONAL					
Salary Range:NR34 – Management Benefit C					
Position Description: <u>Head Golf Professional</u>					
Incumbent:					
Location: PARKS & RECREATION DEPARTMENT - Riverbend Golf Complex					

### **GENERAL PURPOSE:**

Under the direction of the Golf Professional and Superintendent of Golf Operations, plan, train, supervise, schedule, and oversee the golf shop activities of the Riverbend Golf Complex. Assist in the long and short-term improvement, operations, promotion and program planning of the complex. Develop and administer programs.

Work is characterized by a substantial amount of professional, administrative and supervisor functions in developing, implementing, coordinating and scheduling the facility, programs, activities and staff.

Work is performed under managerial direction. Supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice and/or objectives.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist the Superintendent of Golf Operations in the overall operation of the golf shop areas.

Prepare and administer budget as appropriate; monitor expenditures and payroll I n accordance with established procedures.

Help develop and maintain records of income and participation in all areas of the golf complex.

Coordinate scheduling and monitoring of tee times and the pace of play on the courses.

Responsible for the hiring, training, scheduling, supervising and evaluating golf shop and related staff

Plan, promote, schedule and supervise tournaments and special events at the complex.

Develop, implement and promote golf programs such, classes, camps, activities, tournaments, including Junior Golf, cart cleaning, caddy and other programs; promote, schedule, score and run golf tournaments; and other special projects.

Establish and maintain effective relationships with the Mens', Ladies' and Seniors' clubs and the golfing public, and help establish customer service policies and procedures to ensure that every golfer is greeted appropriately and welcomed to the golf complex.

Promote the game of golf and the Riverbend Golf Complex. Ensure that the golf shop areas are clean and well maintained.

Play the golf courses to evaluate and maintain current knowledge and understand of the course setup and maintenance operations, and to maintain playing skills.

Continue education through seminars and classes to maintain and expand knowledge of the golf industry.

Attend weekly management meetings.

#### PERIPHERAL DUTIES:

Perform other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE OF:

- Methods, techniques and management of golf shop operations
- Principles and practices of supervision and training
- Game of golf, rules of golf and course etiquette
- Budget preparation, monitoring and control
- Accounting and record keeping techniques
- Tournament operation and set up

### SKILLED IN:

- Playing the game of golf
- Hosting large groups of people and making them welcome
- Interpersonal skills using tact, patience and courtesy
- Applying principles and practices of management, administration, supervision and training

## **ABILITY TO:**

- Supervise and coordinate day to day golf shop operations
- Plan and organize golf shop areas
- Plan, organize, schedule and conduct golf lessons, instruction and clinics
- Work independently with little supervision
- Hire, train, supervise and evaluate personnel
- Communicate effectively both orally and in writing
- Maintain records and reports
- Read, interpret, apply and explain policies and procedures
- Effectively organize and express ideas through use of oral and written communications

- Interpret and carry out instruction provided in written, oral, diagram or schedule form
- Perform effectively as both a leader and team member
- Establish and maintain cooperative and effective working relationships with co-workers, elected officials, other departments or divisions with the City, and the general public
- Analyze situations accurately and adopt an effective course of action
- Effectively speak and present information in one-on-one and group situations to staff, other City employees and the general public

# EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school; PGA Professional Class A Certification

Experience: Three (3) years golf shop experience and two (2) years teaching lessons;

# LICENSES AND OTHER REQUIREMENTS:

Member in good standing of the Professional Golfers' Association Valid Washington State Driver's License.

# MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, Personal computer, cash register, copy and fax machines and multi-line telephones.

Motorized vehicles used include, but are not limited to, City vehicles and gas and/or electric powered golf carts.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and ability to adjust focus.

## WORKING CONDITIONS:

Work is performed in an indoor and outdoor environment; will be exposed to beautiful and inclement weather, and to individuals who are irate or hostile. The noise level in the work environment is usually moderate.

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SIGNATURI	ES:				
Incumbent's Signature Date		Date	Supervisor's Signatu	Supervisor's Signature	
Approval:					
•	t Director/Designee esignee Date	Date	Employee	Services	
**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.				

Revised: 08/15/02